

# Water Conservation Certificate

This form is required to certify that a property is in compliance with San Diego Municipal Code (SDMC) Section §147.04 and must be on file with the City of San Diego Water Resources Management Program. The property may be in compliance but lacks only this certification on file. Please check the plumbing standards on page 2 before completing any retrofits. The seller/transferor is responsible for filing this Certificate. Use a *Transfer of Responsibility to Retrofit Certificate* when the buyer/transferee agrees to make any required plumbing retrofits, **and** to consequentially file a *Water Conservation Certificate*. Incomplete forms will be returned. To verify if a Certificate has been filed for this property by a previous seller/transferor or for further information, call (619) 239-0132.

**For Staff Use Only**

Certificate No.

Date

## 1. Property Address Information

Parcel Number: \_\_\_\_\_ Year Built: \_\_\_\_\_

Street Number (fraction)	Street Name with Suffix (St., Ave., Rd.)	Apt./Unit Number or Suite
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City \_\_\_\_\_ State \_\_\_\_\_ Zip Code + 4 \_\_\_\_\_

**Type of Property** (Choose One)

Single-Family	Hotel/Motel	Duplex	Combined Commercial/Residential
Condominium	Mobile Home	Multi-Family	Commercial/Industrial

**2. Total number of plumbing fixtures in the property, in compliance with SDMC 147.04 requirements below:**

(include kitchen, bathroom, laundry room and bar sink faucets)

_____ Toilet(s) 1.6gpf (gallons per flush) – ULFT	_____ Showerheads 2.5gpm (gallons per minute) or less
_____ Toilet(s) 3.5gpf	_____ Sink Faucets 2.2gpm (kitchen, bathroom, laundry room and bar)
_____ Urinal(s) 1.0gpf	_____ Reverse Osmosis System(s) with shut-off valve
_____ Fixtures exempt (attach copy of exemption letter from City of San Diego Water Department)	

### 3. Certification - Required

By signing below, I certify under penalty of perjury, that each toilet, showerhead, sink faucet, urinal, and reverse osmosis system in the above mentioned property is in compliance with San Diego Municipal Code Section §147.04. I understand that a \$10 filing fee along with this page (white) of the Water Conservation Certificate must be filed with the City of San Diego Water Department prior to close of escrow (or 120 days following the close of escrow, when a completed Transfer of Responsibility Certificate has been filed).

**Seller -OR-**

Property Owner: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Name Signature (Required) Area Code & Phone Date*

Applicant/Agent\*: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

<i>Name</i>	<i>Signature (Required)</i>	<i>Area Code &amp; Phone</i>	<i>Date</i>
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*\*Note: Applicant/Agent signature required only if acting for Seller/Transferor with Power of Attorney. Please attach copy of Authorization Letter.*

Seller Forwarding Address:

**4. Buyer/Transferee Acknowledgment – Required (Sign Sections 3 and 4 if you are both Property Owner and Buyer.)**

I acknowledge that I am aware of, and understand, the retrofit requirements of SDMC Section §147.04.

Buyer/Transferee: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

<i>Name</i>	<i>Signature (Required)</i>	<i>Area Code &amp; Phone</i>	<i>Date</i>
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After completing this form on computer, print out enough copies for all concerned parties to sign and retain for their files. The City requires a copy with original signatures with a check or money order for \$10 payable to **City Treasurer** for the Certificate filing fee. **Do not send cash.** Include Authorization Letter if Applicant/Agent acted for Seller/Transferor with Power of Attorney. Seller/Transferor retains one copy and Buyer/Transferee retains one copy. Mail completed Certificate and payment to:

**City of San Diego Water Resources Management Program**  
600 B Street, Suite 1210, M.S. 912 San Diego, CA 92101-4588

## Summary of the City of San Diego's Municipal Code, Section §147.04, Relating to Water-Conserving Plumbing Standards

Plumbing Fixture	Maximum Flow Rate	Information regarding how plumbing fixtures are affected by this Municipal Code <i>Note: gpf = gallons per flush    gpm = gallons per minute</i>
Toilet(s)  <i>ulft = ultra-low flush toilet (1.6 gpf)</i>	3.5 gpf	Upon re-sale of a property, <b>BUILDINGS WITH EXISTING TOILETS MANUFACTURED TO USE NO MORE THAN 3.5 GPF OR LESS DO NOT NEED TO BE RETROFITTED WITH 1.6 GPF TOILETS (ULFTs)</b> . If the existing toilets were manufactured to use more than 3.5 gpf, (adopted 11/25/91), they must be replaced with ulft's prior to the change in property ownership. The use of displacement devices such as bottles or bricks, or the installation/adjustment of flush valves or alternative flushing devices is prohibited.  <i>Note: For bathroom alterations/remodels (that do not involve change of property ownership), a Bathroom Alteration Form may be used. For more information, call the City of San Diego Water Conservation Hotline at (619) 239-0132.</i>
Showerhead(s)	2.5 gpm	Showerhead flow restrictors are not acceptable. The entire showerhead must be replaced with a low-flow unit.
Sink Faucet(s)	2.2 gpm	Faucet aerators may be installed to reduce the flow rate to a maximum of 2.2 gpm.
Urinal(s)	1.0 gpf	Urinals manufactured to use more than 1 gpf must be replaced. For more information, please call the City of San Diego Water Conservation Hotline at (619) 239-0132.
Residential Reverse Osmosis System(s)		These filtration systems must be equipped with a shut-off valve.

### Frequently Asked Questions

Are all buildings affected by this Ordinance?	Yes. All buildings, whether they are residential, commercial, or industrial, must have water-conserving plumbing fixtures in place upon change of ownership or if the bathroom is altered (remodeled).
Who is responsible for retrofitting the property and filing a Water Conservation Certificate?	The seller/transferor is responsible for ensuring that the property is in compliance, and for filing a Water Conservation Certificate with the City prior to the change in ownership. The buyer/transferee's signature is required to acknowledge awareness and understanding of the requirements of SDMC §147.04. The filing of a Water Conservation Certificate is not necessary if the property already has a certificate on file with the City.
Can the buyer assume the retrofit responsibility?	Yes. The seller/transferor and buyer/transferee may mutually agree to transfer the retrofit responsibility to the buyer or to have the retrofit paid for from the proceeds of sale. In such cases the seller/transferor must submit a Transfer of Responsibility to Retrofit Certificate, signed by both parties, to the Water Department prior to close of escrow. For more information about these options, please call the Water Conservation Hotline at (619) 239-0132, or visit the official website at <a href="http://www.sandiego.gov/water/conservation">www.sandiego.gov/water/conservation</a> .
Are there any exemptions?	Yes. Exemptions may be granted by the City in the following situations: <ul style="list-style-type: none"> <li>• Local, state, and/or federally identified historical buildings with authentic plumbing fixtures and if an historically accurate water-conserving plumbing fixture is not available;</li> <li>• When a retrofit requires modifications to the plumbing system beneath a finished wall or surface;</li> <li>• When the unique configuration of a building's drainage system or portions of the public sewer, or both, require a greater quantity of water to flush the system in a manner consistent with public health standards.</li> <li>• Seller/Transferor must submit proof to the Water Department that such a condition exists prior to exemption.</li> </ul>
Are there any property transfers that are not affected by SDMC §147.04 requirements?	Yes. If a property changes ownership as a result of any of the following circumstances, it is not subject to the requirements of SDMC §147.04: <ul style="list-style-type: none"> <li>• Court Order - including, but not limited to an order by a probate court in the administration of an estate;</li> <li>• Foreclosure - voluntary and involuntary bankruptcy;</li> <li>• The administration of a decedent's estate, guardianship, conservatorship or trust;*</li> <li>• The exercise of eminent domain;</li> <li>• One title co-owner of a real property transferring, selling, or exchanging with one or more other title co-owner(s);</li> <li>• A transfer without consideration, from one family member to another family member; or</li> <li>• A decree of dissolution of marriage, legal separation, or a property settlement agreement incidental to such a decree.</li> </ul> <p><i>* Note: The above mentioned exemption is based on the property's acquisition through no monetary transaction, however, the property becomes subject to SDMC §147.04 requirements upon the sale thereof (i.e., monetary exchange for the property).</i></p>
Is a plumbing permit required to replace a fixture?	Installation of a water-conserving plumbing fixture in any single dwelling unit, or in any multiple dwelling unit with eight (8) or fewer units, shall not require a plumbing permit unless the alteration requires the replacement of a fixture, drainage, waste, vent, or supply-plumbing pipes. Plumbing permits may be obtained by calling the City of San Diego Development Services Department at (619) 446-5000.
Are incentives available for installing ultra-low flush toilets (ULFTs)?	Yes. For more information, call the City of San Diego Water Conservation Hotline (619) 239-0132. Financial incentives are available on a first come, first served basis.
Are there any fees associated with compliance, and whom can I contact for additional forms and information?	Yes. There is a \$10 administrative filing fee for the Water Conservation Certificate. Please make check or money order payable to <i>City Treasurer</i> . <b>Do not send cash</b> . More information and printed forms are available by calling the City of San Diego Water Conservation Hotline: (619) 239-0132, or send your requests by email to: <a href="mailto:water@sdcity.sannet.gov">water@sdcity.sannet.gov</a> . Se habla español. <div style="display: flex; justify-content: space-between;"> <span>Telephone: (619) 239-0132</span> <span>Fax: (619) 533-5300</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Webpage: <a href="http://www.sandiego.gov">www.sandiego.gov</a></span> <span>Email: <a href="mailto:water@sdcity.sannet.gov">water@sdcity.sannet.gov</a></span> </div>